- UNION COUNTY -
County Clerk
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January 28, 2004

TO: Ruth Zemke, City of Imbler
Judy Rygg, City of Island City
Bill Searles, City of Union
Joe Garlitz, City of Elgin
Linda Doud, City of North Powder
Donna Lewis, City of Cove
Gwenn Houtz, City of Summerville

FROM: R. Nellie Bogue Hibbert
Union County Clerk

RE: General Election - November 2, 2004

This memo will serve as a brief outline of procedures to follow for the upcoming General Election being held on Tuesday, November 2, 2004. The following are some reminders of deadlines that need to be observed.

CITY:

1. **Publish** notice of city council positions be to voted upon and filing dates. (Suggest publishing not later than July 15, 2004)
2. **Establish** proper number of signatures required on petitions. (Consult charter requirements.)
3. **Deadline** for receiving declaration of candidacy at your office. **(August 24, 2004)**
4. **Receive** declaration of candidate and verify that candidates have met residency requirements.) (70th day before election)
5. **Send** declarations, petitions & Limited C & E Statements to County Clerk. These must be filed with the county clerk **not later than 5:00 p.m. on September 2, 2004.** (61st day before election)

COUNTY CLERK:

1. **Verify** candidate is an **elector** of the city.
2. **Certify** to the City Recorder the number of valid signatures for each candidate and that each candidate is a registered voter. **(Please submit signature sheets when they are submitted to you.)**

CITY:

Certify to the County Clerk **not later than September 2, 2004, by 5:00 p.m. the following:**

1. **Candidate (s) Name(s)**
2. **Office and Position Number**
3. **Length of Term**

COUNTY CLERK:

1. **Conduct** the election
2. **Mails Abstract of Election to each city**, not later November 22, 2004

CITY:

1. **Receives** Abstract of Election
2. **Determines** results of election, **no later than December 2, 2004**
3. **Proclaims** election of individual candidates
4. **Prepares Certificates of Election**

A candidate must file the appropriate forms for a specific position with your office prior to circulating a petition. Please instruct your city candidates to sign the first line of the petition prior to circulating. The following is a list of the forms that need to be filed in your office by each candidate:

1.	**Declaration of Candidacy**	**SEL 120**
2.	**Petition for Nonpartisan or Independent Nomination**	**SEL 121**
3.	**Certificate of Limited Contributions & Expenditures**	**SEL 227**
4.	**Candidate Statement of Organization**	**SEL 220**
5.	**Statement One or More/No Petition Circulators will be Paid**	**SEL 300**

I am sending this memo to you along with the newest **"2004 City Elections"** manual that has been prepared for your use by the Secretary of State. In this manual you will find the forms listed above. You may copy these for the candidates wishing to file for office. I suggest that you prepare them in packets for each office. If you need more manuals for distribution to your candidates, please let me know.

If you have any questions or concerns about the upcoming election, please give me a call.